ST CUTHBERT (OUT) PARISH COUNCIL
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<u>STAFFING STANDING COMMITTEE</u>
<u>TERMS OF REFERENCE</u>

Adopted: by SCOPC 15/05/19
Last Review Date: 27/02/19, 05/05/21, 03/05/23, 14/10/24
Approved Full Council 28 October 2024
Next Review Date: May 2026

OBJECTIVE / PURPOSE

Working with the Clerk of the Council and <u>in line with the Council's Financial Regulations and Standing Orders</u>:

- Reviews staffing structures and levels and makes recommendations to the Council.
- Agrees and reviews contracts of employment and job descriptions for staff.
- Reviews all staff's performance at least once a year.
- Reviews all staff salaries and terms of conditions and makes recommendations to the Council.
- Appoints, from its membership, a recruitment panel when necessary and recommends appointments to the Council. Recruitment panels will normally include at least two members plus the Clerk.
- Appoints Members of the Council to act as a disciplinary panel in accordance with the Council's Disciplinary Policy and as an appeals panel in the case of any appeal against disciplinary action.
- Appoints Members of the Council to hear any formal grievance in accordance with the Council's Grievance Policy.
- Reviews health and safety at work for all Council employees.
- Reviews all Council polices that relate to staff employment.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.
- Deals with any other staff related matter that the Full Council considers appropriate to be referred to the Staffing Committee.

MEMBERS

- Six members of the Council are appointed by election at the annual general meeting of the Council in May each year.
- The Chair of the Committee is by election of the Council from among the elected members.

- A Vice-chair of the Committee will be elected by the Staffing Committee meeting at the first Staffing meeting after the Annual General Meeting.
- No member of the Council who is a relative of, or personally connected to, a member of staff will be on the Committee.
- No representatives or members from outside organisations shall be on the Committee, unless they are serving councilors.
- The Chairman and Vice-Chairman of the Council are ex-officio members of the Committee, in addition to the 6 elected members and with the same voting rights as members. They are not expected to attend every meeting of this Committee.
- The Chair of the Committee shall have the casting vote in the event of no majority.
- The quorum of the Committee is three members.

ACCOUNTABILITY

- The Committee is accountable to the Council.
- The Committee reports on its activities to the Council and makes recommendations as and when required.

MEETINGS

- Meetings are held in public session subject to the mandatory public exclusion rules
- The Committee meets as required by the Council, minimum twice a year.
- Additional meetings are called by the Chair of the Committee in consultation with the Clerk and /or Chair of Council.
- Meeting agendas are prepared by the Clerk in collaboration with the Committee Chairman.
- Meeting dates and agendas are published on Notice Boards and the Council website three clear working days in advance.
- Any member may attend the meetings and contribute to the debate but has no vote unless they have been co-opted to the meeting and may, at the discretion of the Chairman of the Committee, be excluded at any time from the meeting if it would be inappropriate for them to remain.
- Non-members may be invited to address the Committee on a particular issue.

CONFIDENTIALITY

- The Clerk, Chair and Vice-Chair are included or copied on all email exchanges.
- All third-party information remains confidential.
- Meetings are minuted in accordance with current Data Protection regulations.

REVIEW

The Committee reviews its Terms of Reference and scope of work annually and reports on any recommendations to the Finance and Scrutiny Committee before Full Council approval.

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